



## Yard Duty and Supervision Policy

### **RATIONALE**

Narre Warren North Primary School understands it holds a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

### **PURPOSE**

To ensure school staff understand their supervision and yard duty responsibilities.

### **SCOPE**

This policy applies to all teaching and non-teaching staff at Narre Warren North Primary School, including education support staff, casual relief teachers and visiting teachers.

### **POLICY**

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

The Principal is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place during school hours, before and after school, and on school excursions and camps and other school activities.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, times and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

All teachers participate in Narre Warren North Primary School's yard duty roster and school supervision requirements, and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

#### **Before and after school**

Narre Warren North Primary School's grounds are supervised by school staff from 8.45am until 3.45pm. Outside of these hours, school staff will not be available to supervise students.

School staff are rostered on for yard duty before school, during recess, lunch and after school. School grounds are supervised before school from 8:45am (excluding the oval). After school, staff supervise the grounds until 3.45pm (excluding the oval). Students on school grounds

outside these times will **not** be supervised (unless they attending a before or after school care program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending before or after school care, or a pre-arranged supervised activity (i.e. Kelly Sports).

Parents and carers should not allow their children to attend the school outside of these hours. Families are encouraged to contact the school or refer to Camp Australia for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

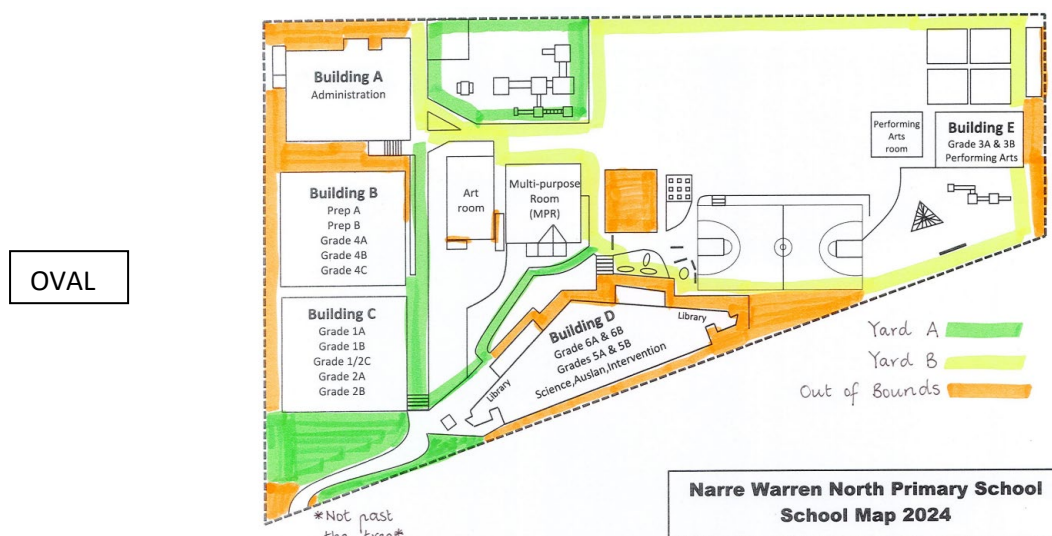
### **Yard duty**

All staff at Narre Warren North Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. School staff will be designated a specific yard duty area to supervise as per the roster.

## Yard duty zones

The designated yard duty areas for our school are Yard A, Yard B and the Oval (see diagram)



## Yard duty equipment

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty. Each teacher has their own vest.
- Carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in classrooms. The oval bag will be stored in the First Aid room.
- Be familiar with the yard duty information pack containing student health and safety information of at-risk students.

Oval bag must be returned after the period of supervision to the First Aid room or handed to the relieving staff member.

## Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

- methodically move around the designated area ensuring active supervision of all students to ensure that all areas are within line of sight to at least one-yard duty teacher at a time
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in at the office
- be alert and vigilant

- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable by giving them a First Aid card
- log any incidents or near misses as appropriate on Compass.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving staff member in relation to any issues which may have arisen during the first shift.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Assistant Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office/call Assistant Principal and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime breaks.

## **Classroom**

The classroom teacher is responsible for the supervision of all students in their care during class between 8.45am and 3.30pm.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Assistant Principal for direction. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving or ensure that the grade is supervised by the teacher in the adjoining classroom.

Between 3.30pm and 3.45pm students are supervised by teachers on after school yard duty. Refer to the 'Supervision Policy – Outside of Hours'.

## **School activities, camps and excursions**

The Principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending

on the activities to be undertaken and the level of potential risk involved, and will follow the supervision requirements in the Department of Education and Training Excursions Policy.

### **Digital devices and virtual classroom**

Narre Warren North Primary School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Narre Warren North Primary School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in classrooms, while in the library, in break out spaces, common area and conference rooms.

### **Students requiring additional supervision support**

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Principal or delegate will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

### **Supervision of student in emergency operating environments**

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

### **Other areas requiring supervision**

When students are moving from classrooms to different areas of the school, e.g. Specialist classes or the library they must be directly supervised by the teacher in charge. Children must walk to and from point A to B in an orderly manner.

Students going to the toilets outside Buildings B and C are to go in pairs.

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included regularly in the newsletter
- Made available on request at the office

Information for parents and students on supervision before and after school is available on our school website.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend our school outside School hours.

## FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

## POLICY REVIEW AND APPROVAL

<b>Policy last reviewed</b>	2 <sup>nd</sup> May 2024
<b>Approved by</b>	Principal
<b>Endorsed by School Council on</b>	2024
<b>Next review date</b>	May 2027

This policy will also be updated if significant changes are made to school grounds that require a revision of Narre Warren North Primary School's yard duty and supervision arrangements.